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Does peer technology training work?

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Does peer technology training work?

Abstract

This research project contains lessons that were developed as a staff development tool for North High School in the Davenport Community School District. The goal of this project was to implement the use of new technology into the school building by providing the staff of the building with immediate access to trainers who would help if there were a problem or to answer questions. The other responsibilities of the trainers were to facilitate staff development sessions during the school day and on in-service days. The ultimate goal of the project was to make staff comfortable in the use of technology so that, as the process of integrating technology into the curriculum begins to take hold, the adjustment period will be less.

Does Peer Technology Training Work?

A Graduate Research Project

Submitted to the

Division of Educational Technology

Department of Curriculum and Instruction

in Partial Fulfillment

of the Requirements for the Degree

Masters of Arts

UNIVERSITY OF NORTHERN IOWA

by

Kim Foley-Sharp

July, 2000

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the Degree of Master of Arts

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Graduate Faculty Reader

Graduate Faculty Reader

Head, Department of Curriculum and
Instruction

Does Peer Technology Training Work?

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Abstract

This research project contains lessons that were developed as a staff development tool for North High School in the Davenport Community School District. The goal of this project was to implement the use of new technology into the school building by providing the staff of the building with immediate access to trainers who would help if there were a problem or to answer questions. The other responsibilities of the trainers were to facilitate staff development sessions during the school day and on inservice days. The ultimate goal of the project was to make staff comfortable in the use of technology so that as the process of integrating technology into the curriculum begins to take hold the adjustment period will be less.

Introduction

The Peer Power Technology Training Model was implemented by the Davenport Community Schools for the 1999-2000 school through a grant received from The Riverboat Development Authority.

The grant was written to provide training to administrators, teachers, clerical staff and para-educator staff at the secondary level in the use of a personal computer (PC) and the software that was installed on it. The training was designed to focus on the use of the PC, Microsoft Office, network issues, e-mail, and using the Internet.

Through the grant writing process the Davenport Community School District has been fortunate to receive funds to help in the purchase and installation of PC's that would allow each classroom to have at least one computer connected to the school's network as well as to the Internet. The majority of the grant monies received were to cover tangible hardware and network infrastructure. What has been lacking is a comprehensive plan to train teachers and staff in the effective use of the new technology and systems that they will be required to use. The greatest need is to achieve technological competency.

The model that was proposed was to develop our own district training team for the greatest short term and long term results. According to Instructional Systems Designers Inc. (1999), the "train the trainer" model is a proven system that pyramids the training process. It allows the trainer to understand their trainees' frame of reference, their specific training needs, and their style of processing information helps to establish rapport and receptiveness to learning.

The Peer Power Training Model is designed to provide advanced intensive training to trainers who will then go out and train the staff in the building. The Peer Power Trainers are a group of 13 of which 10 are teachers and 3 are Media Center secretaries that come from various secondary buildings within the district. The Peer Power Trainers, as a group, were responsible for developing training presentations on the various network and software needs that would be used to train staff in their buildings.

The Peer Power Trainers would then be freed from their classroom responsibilities to train the staff in their buildings. The Peer Power Trainers are then available throughout the day to assist staff in learning the software and programs and to assist in troubleshooting computer hardware problems. The Peer Power Trainers were also required to hold in-service and after school sessions for

staff training.

Methodology

When the Peer Power Trainers gathered together for the three week training program the goal at the beginning was to develop instructional programs to teach the various Office 97 software as well as the district software called Student Information System (SIS). As a group it was decided that the individual software program lessons would be best developed in small groups and then presented to the whole group for critique and fine tuning.

A model that was used could be best described as the model presented in Dick & Carey (1996) which is the Instructional Development Model for teachers.

The Instructional Development Model includes three phases.

- Phase I: Analysis - Identifies the content, learners, setting, and human resources and finally identifies the goals and objectives.
- Phase II: Design - focuses in on the strategies used to teach the lesson and the media integration that the lesson includes.
- Phase III: Evaluation - Asks how the evaluation of the learner and instruction are going to take place.

The Needs Assessment is a vital part of any instructional design. The district did not conduct a formal needs assessment, but knew that many teachers had limited experience with a PC platform, thus creating the need for additional training.

Looking further in-depth at the Instructional Development Model and its relationship to the Peer Power Training Program, Phase I identified that the entire staff of the Davenport Community School District needed some sort of inservice training on the new PC platform, Office 97 software and the SIS program. The district wanted to offer training that was available throughout the workday versus requiring teachers or staff to come to sessions outside of regular school hours and thus having to pay them. The overall goal of the Peer Power Training Program was to acclimate the staff to the new PC's as well as to train them on the new software and programs available that they would be required to use as part of their daily routine.

Phase II focused on how the Peer Power Training Team would teach the needed skills to the staff. Many ideas were discussed. It was decided that the best way to teach the staff was in a hands-on manner allowing them to use the computers as the lesson was being conducted. It was also important to use the other forms of technology to present the information. It was decided that the Destination system,

a computer that has a 37-inch monitor that is mobile and can be connected to the Internet, be utilized. Also each building has access to a CTX machine, which is a projector that can be connected to the computer for a bigger display making training easier to view while demonstrating various activities.

Phase III then asked how evaluation of the learner and the instruction would be completed. During the three-week development time a technology survey was prepared. This was a subjective checklist that was completed by staff members in a self-report to rank their skill levels at the beginning of the school year. The survey asked forty questions about various uses of Windows, Microsoft Office 97, the Destination System, the DreamWriters IT, a scanner and the Sony Mavica digital camera. The individuals were then asked to rank their knowledge in these areas from one to four with one being no knowledge to four being advanced knowledge. The evaluation of the instruction would be determined by the staff rating themselves at the end of the first semester and then again at the end of the second semester to see what progress was made.

According to McKenzie (1999) teachers need to discover personally the power of the new technologies when combined with rich information. We also need to provide more informal support structures such as mentors, coaches and "just in

time to help" that often do more to promote risk taking and growth than formal class offerings. Many teachers were able to grasp the new system on a more informal basis, especially when they were working with a particular application and needed questions answered immediately. Having the Peer Power Trainer available throughout the day made this much easier than waiting until before or after school and asking the question.

Lack of professional development for technology use is one of the most serious obstacles to fully integrating technology into the curriculum according to a report by the North Central Regional Education Laboratory (Rodriguez, 1999) that deals with the critical issue of providing professional development for effective technology use. Traditional sit and get training sessions or one time only workshops have not been effective in making teachers comfortable with using technology or adept at integrating it into their lesson plans. Instead, a well planned, on-going professional development program that is tied into the school's curriculum goals, designed with a built-in evaluation, and sustained by adequate financial and staff support is essential if teachers are to use technology appropriately to promote learning for all students in the classroom.

Because of the Peer Power Training Program the staff at

North High School has begun to embrace technology and its many uses in and out of the classroom. Each building in the district is required to submit a comprehensive school improvement plan. Technology is one of North High School's top three priorities, not only for teachers and staff, but also to help students to become more familiar with its many uses.

The Project

The project is comprised of the lesson, shown as an example in appendix b, that were developed from the three-week training program as well as those created during the school year. The project involved one hundred fifty staff members of North High School. Staff members were given the opportunity to participate, voluntarily, in training sessions that involved more in-depth training on the software now available in the building. Any training session that was related to the SIS program was mandatory. The after-school sessions were approximately thirty to forty-five minutes in length. Each week a different application was the focus. Second semester sessions were then repeated for those unable to attend first semester. Approximately 50% of our staff took advantage of all of the different sessions. The purpose of the training was to help staff to feel more comfortable using the computer and software. This

in turn would help the teachers to utilize the computer in their classroom and also to assist students. The statistics from the staff survey are shown in Appendix A. The survey was conducted at the beginning of the school year before training began, again at the end of the first semester and finally at the end of the school year when all of the training sessions had been completed. Results are broken down by administrator, teacher, clerical and para-educator staff. The results of the surveys were then examined to see what amount of growth each staff member achieved. Many staff felt that they had learned a great deal and were pleased to see their surveys had confirmed that growth.

Conclusions and Recommendations

Our building was fortunate to be able to continue the grant for the second semester. It was originally funded for one semester. By looking at the survey results from the end of first semester and then again at the end of second semester there was growth noted. Unfortunately, because these activities were funded through a grant this program will not be continued into the 2000-2001 school year.

It is hoped that this program will continue through other avenues, but funding has not been procured. The individual schools are unable to cover the cost of the

project at the building level due to limited budget monies being available.

As McKenzie (1999) states, the best way to encourage teachers to embrace classroom technologies is to give them personal learning experiences which win them over to incorporate the worthwhile classroom activities which are now possible.

As a district it is imperative that continued staff development in the use of technology continue. This first year was dedicated to making the users feel comfortable with the computer and software applications. Now it is time to move it to the next level by offering more classes in the integration of technology into the curriculum. Right now a proposal is being presented that would create a teaching position that would be available district-wide to focus on integrating technology into the curriculum. This person would then develop staff development programs for the entire school district. This person would also be available to help schools on an as needed basis when not performing workshops district-wide. This position has not been presented to the school board because funding sources have yet to be determined.

After working with this program the past year it is clear that in order for technology to be used and used effectively within the school districts the Peer Power

Trainer positions are crucial. This would allow each secondary building to continue the staff development that had begun this past school year. However, because of budget constraints and lack of funding this will not be possible. Teachers, administrators and staff are wondering what type of staff development for technology will be offered in the upcoming 2000-2001 school year and who will be responsible for implementing it.

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Appendix A
Davenport North High School
Peer Power Survey Results
1999-2000

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SECTION	SURVEY ITEM	Teacher Average - Pre	Teacher Average - Post	Teacher Average - End	Teacher Growth - 1st	Teacher Growth - 2nd	Teacher Growth - End
Windows	1. Power on	3.4205	3.8864	3.9205	0.5	0.0	0.5
Windows	2. Log-On/Log-Off Network	3.0341	3.7727	3.8864	0.7	0.1	0.9
Windows	3. Shut Down	3.2386	3.7955	3.8977	0.6	0.1	0.7
Windows	4. Mouse Operations	3.1477	3.6364	3.6250	0.5	0.0	0.5
Windows	5. Moving Taskbar	2.3750	3.2159	3.2159	0.8	0.0	0.8
Windows	6. Arranging Icons	2.3523	3.1932	3.2273	0.8	0.0	0.9
Windows	7. Use control panel to change display settings	2.2500	3.2045	3.2386	1.0	0.0	1.0
Windows	8. Open/Close Windows	2.7614	3.4659	3.5568	0.7	0.1	0.8
Windows	9. Locate A Drive, C Drive and D Drive	2.2500	3.0568	3.1023	0.8	0.0	0.9
Windows	10. Get Help	2.4318	3.0568	3.2386	0.6	0.2	0.8
Windows	11. Size, Organize, Move Windows	2.2955	3.0114	3.0000	0.7	0.0	0.7
Windows	12. Purpose of Network Neighborhood	1.6591	2.3523	2.2045	0.7	-0.1	0.5
Windows	13. Make a Back-up	1.8523	2.5682	2.5568	0.7	0.0	0.7
Windows	14. Add Shortcuts to the Desktop	1.5341	2.1818	2.2955	0.6	0.1	0.8
Windows	15. Windows Explorer (not Internet Explorer)	1.5795	2.2045	2.2045	0.6	0.0	0.6
Windows	16. Toggling between Applications	1.7955	2.3636	2.5114	0.6	0.1	0.7
Windows	17. Create a New Folder and Sub-Folders	2.0455	2.7727	2.8864	0.7	0.1	0.8
Windows	18. Moving and Deleting Folders	2.0795	2.8295	2.9773	0.8	0.1	0.9
Windows	19. Find Files or Folders	2.1932	2.8977	3.0795	0.7	0.2	0.9
Outlook	20. Open message	2.3409	3.4432	3.6932	1.1	0.3	1.4
Outlook	21. Change font, color, priority attributes	2.0227	2.8409	3.0114	0.8	0.2	1.0
Outlook	22. Create, address and send a message	2.1932	3.2386	3.5000	1.0	0.3	1.3
Outlook	23. Schedule a meeting with calendar	1.5227	2.2955	2.2386	0.8	-0.1	0.7
Outlook	24. Reply to a message	2.3182	3.3636	3.6250	1.0	0.3	1.3
Outlook	25. Use an address book	1.9886	3.0682	3.2955	1.1	0.2	1.3
Outlook	26. Use the district mail directory	1.8864	3.0795	3.3750	1.2	0.3	1.5
Outlook	27. Attach a Word or Excel document	1.6364	2.4432	2.5568	0.8	0.1	0.9
Outlook	28. Create and send message to group using a distribution list	1.6023	2.7159	2.8523	1.1	0.1	1.3
Outlook	29. Create folder and save mail	1.8523	2.9205	2.9545	1.1	0.0	1.1

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Davenport North High School
Peer Power Survey Results
1999-2000

SECTION	SURVEY ITEM	Teacher Average - Pre	Teacher Average - Post	Teacher Average - End	Teacher Growth - 1st	Teacher Growth - 2nd	Teacher Growth - End
Word	30. Creating, Opening and Saving a document	2.5455	3.1250	3.3750	0.6	0.3	0.8
Word	31. Cutting, Copying and Pasting Text	2.3750	2.9659	3.0795	0.6	0.1	0.7
Word	32. Displaying Toolbars and Customizing	2.1705	2.6705	2.8295	0.5	0.2	0.7
Word	33. Undoing and Redoing Typing	2.4205	2.9886	3.1705	0.6	0.2	0.8
Word	34. Drop Case and Change Case	1.9091	2.5795	2.6477	0.7	0.1	0.7
Word	35. Show/Hide and Zoom	1.9545	2.5227	2.6364	0.6	0.1	0.7
Word	36. Using Styles, Fonts, and Font Size	2.5341	3.0795	3.2045	0.5	0.1	0.7
Word	37. Alignments, Bulleted or Numbered Lists	2.0114	2.6364	2.7500	0.6	0.1	0.7
Word	38. Setting Margins, Tabs, Indents	2.0341	2.6591	2.7159	0.6	0.1	0.7
Word	39. Headers, Footers, Page Numbering, and Date and Time	1.9886	2.5568	2.6818	0.6	0.1	0.7
Word	40. Spelling, Grammar Check and Other Editing Tools	2.3636	2.9318	3.1705	0.6	0.2	0.8
Word	41. Previewing and Printing Documents	2.5114	3.0795	3.2955	0.6	0.2	0.8
Word	42. Establishing and Saving in Files and Folders	2.3864	2.9886	3.1023	0.6	0.1	0.7
Word	43. Download clip art from internet and save to clip art folder	1.7045	2.1250	2.3409	0.4	0.2	0.6
Word	44. Insert Tables	1.6477	1.9318	2.2045	0.3	0.3	0.6
Word	45. Format Painter	1.5795	1.9318	2.0568	0.4	0.1	0.5
Word	46. Mail Merge, Envelopes, Labels	1.4659	1.7841	2.0455	0.3	0.3	0.6
Excel	47. Input Data	1.6705	2.1250	2.4432	0.5	0.3	0.8
Excel	48. Create Title and Headings	1.6364	1.9659	2.3636	0.3	0.4	0.7
Excel	49. Auto Fill	1.4773	1.7159	2.0582	0.2	0.3	0.6
Excel	50. Shortcuts	1.4318	1.6705	1.8750	0.2	0.2	0.4
Excel	51. Add and Delete Rows and Columns	1.5909	2.0000	2.2955	0.4	0.3	0.7
Excel	52. Formulas and Functions	1.4318	1.6705	1.8636	0.2	0.2	0.4
Excel	53. Charts and Graphs	1.4886	1.6477	1.8295	0.2	0.2	0.3
Excel	54. Colors and Formatting	1.5114	1.7841	1.7955	0.3	0.0	0.3
Excel	55. Worksheet Tabs	1.4545	1.6477	1.7159	0.2	0.1	0.3
Excel	56. Sorting and Filtering Data	1.4545	1.7045	1.8636	0.3	0.2	0.4
Excel	57. Using and Creating Templates	1.3977	1.6250	1.6136	0.2	0.0	0.2
Excel	58. Freezing and Splitting Screens	1.3409	1.5341	1.5909	0.2	0.1	0.3

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Davenport North High School
Peer Power Survey Results
1999-2000

SECTION	SURVEY ITEM	Teacher Average - Pre	Teacher Average - Post	Teacher Average - End	Teacher Growth - 1st	Teacher Growth - 2nd	Teacher Growth - End
Excel	59. Importing and Exporting	1.3636	1.5341	1.6364	0.2	0.1	0.3
Excel	60. Linking Worksheets	1.3523	1.4432	1.4773	0.1	0.0	0.1
Excel	61. Using Templates and Wizards	1.3864	1.4886	1.6023	0.1	0.1	0.2
PowerPoint	62. Opening and Creating a Presentation	1.5000	1.6818	1.8864	0.2	0.2	0.4
PowerPoint	63. Changing the Slide Layout of a Presentation	1.4545	1.6136	1.8636	0.2	0.3	0.4
PowerPoint	64. Entering Text	1.4659	1.6591	1.8977	0.2	0.2	0.4
PowerPoint	65. Adding, Deleting, and Moving Slides in a Presentation	1.4545	1.6136	1.8523	0.2	0.2	0.4
PowerPoint	66. Changing Presentation Style, Background, Text color, Size, Enhance	1.4545	1.6250	1.8750	0.2	0.3	0.4
PowerPoint	67. Creating a Presentation Outline	1.4318	1.5568	1.8068	0.1	0.3	0.4
PowerPoint	68. Open a Word Outline as a Presentation	1.3636	1.5000	1.7614	0.1	0.3	0.4
PowerPoint	69. Inserting Clip Art	1.4205	1.6250	1.8636	0.2	0.2	0.4
PowerPoint	70. Using Slide Transitions	1.4091	1.5341	1.8409	0.1	0.3	0.4
PowerPoint	71. Create an Organizational Chart	1.3750	1.5000	1.7045	0.1	0.2	0.3
PowerPoint	72. Create and Format a Table	1.3864	1.5227	1.7159	0.1	0.2	0.3
PowerPoint	73. Create and Edit Charts	1.3750	1.5000	1.7273	0.1	0.2	0.4
PowerPoint	74. Animate Text and Objects	1.3864	1.5114	1.7500	0.1	0.2	0.4
Other	75. DreamWriter IT	1.1818	1.2273	1.2841	0.0	0.1	0.1
Other	76. Scanner	1.6250	1.7855	1.9432	0.2	0.2	0.3
Other	77. SONY Mavica digital camera	1.3636	1.5341	1.7273	0.2	0.2	0.4
Other	78. Gateway Destination presentation system	1.2386	1.3409	1.4318	0.1	0.1	0.2
	AVERAGE	1.8607	2.3502	2.4999	0.5	0.1	0.6

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Davenport North High School
Peer Power Survey Results
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SECTION	SURVEY ITEM	Admin Average - Pre	Admin Average - Post	Admin Average - End	Admin Growth - 1st	Admin Growth - 2nd	Admin Growth - End
Windows	1. Power on	3.5000	3.8333	3.8333	0.3	0.0	0.3
Windows	2. Log-On/Log-Off Network	3.5000	3.8333	3.8333	0.3	0.0	0.3
Windows	3. Shut Down	3.5000	3.8333	3.8333	0.3	0.0	0.3
Windows	4. Mouse Operations	3.3333	3.8333	3.5000	0.5	-0.3	0.2
Windows	5. Moving Taskbar	2.6667	3.3333	3.3333	0.7	0.0	0.7
Windows	6. Arranging Icons	2.8333	3.1667	3.5000	0.3	0.3	0.7
Windows	7. Use control panel to change display settings	3.0000	3.0000	2.8333	0.0	-0.2	-0.2
Windows	8. Open/Close Windows	3.0000	3.3333	3.3333	0.3	0.0	0.3
Windows	9. Locate A Drive, C Drive and D Drive	2.8333	2.8333	3.1667	0.0	0.3	0.3
Windows	10. Get Help	3.0000	3.5000	3.1667	0.5	-0.3	0.2
Windows	11. Size, Organize, Move Windows	2.6667	3.1667	2.8333	0.5	-0.3	0.2
Windows	12. Purpose of Network Neighborhood	2.0000	2.8333	2.1667	0.8	-0.7	0.2
Windows	13. Make a Back-up	2.3333	3.1667	2.3333	0.8	-0.8	0.0
Windows	14. Add Shortcuts to the Desktop	2.0000	2.3333	2.1667	0.3	-0.2	0.2
Windows	15. Windows Explorer (not Internet Explorer)	1.6667	2.0000	2.0000	0.3	0.0	0.3
Windows	16. Toggling between Applications	2.1667	2.6667	2.6667	0.5	0.0	0.5
Windows	17. Create a New Folder and Sub-Folders	2.0000	2.5000	2.5000	0.5	0.0	0.5
Windows	18. Moving and Deleting Folders	2.3333	2.6667	2.6667	0.3	0.0	0.3
Windows	19. Find Files or Folders	2.5000	2.8333	3.0000	0.3	0.2	0.5
Outlook	20. Open message	2.8333	3.3333	3.8333	0.5	0.5	1.0
Outlook	21. Change font, color, priority attributes	2.6667	2.8333	3.1667	0.2	0.3	0.5
Outlook	22. Create, address and send a message	2.3333	3.1667	3.5000	0.8	0.3	1.2
Outlook	23. Schedule a meeting with calendar	2.3333	2.6667	2.6667	0.3	0.0	0.3
Outlook	24. Reply to a message	2.8333	3.5000	3.6667	0.7	0.2	0.8
Outlook	25. Use an address book	3.0000	3.3333	3.5000	0.3	0.2	0.5
Outlook	26. Use the district mail directory	2.1667	3.0000	3.3333	0.8	0.3	1.2
Outlook	27. Attach a Word or Excel document	2.1667	2.6667	3.0000	0.5	0.3	0.8
Outlook	28. Create and send message to group using a distribution list	2.1667	3.0000	3.1667	0.8	0.2	1.0
Outlook	29. Create folder and save mail	2.0000	2.6667	3.0000	0.7	0.3	1.0

Appendix A
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Peer Power Survey Results
1999-2000

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SECTION	SURVEY ITEM	Admin Average - Pre	Admin Average - Post	Admin Average - End	Admin Growth - 1st	Admin Growth - 2nd	Admin Growth - End
Word	30. Creating, Opening and Saving a document	2.6667	3.1667	3.3333	0.5	0.2	0.7
Word	31. Cutting, Copying and Pasting Text	2.3333	2.6667	3.0000	0.3	0.3	0.7
Word	32. Displaying Toolbars and Customizing	2.0000	2.3333	2.6667	0.3	0.3	0.7
Word	33. Undoing and Redoing Typing	2.0000	3.0000	3.3333	1.0	0.3	1.3
Word	34. Drop Case and Change Case	2.0000	2.5000	2.8333	0.5	0.3	0.8
Word	35. Show/Hide and Zoom	2.1667	2.5000	2.8333	0.3	0.3	0.7
Word	36. Using Styles, Fonts, and Font Size	2.5000	3.1667	3.3333	0.7	0.2	0.8
Word	37. Alignments, Bulleted or Numbered Lists	2.5000	2.6667	2.8333	0.2	0.2	0.3
Word	38. Setting Margins, Tabs, Indents	1.8333	2.8333	2.6667	1.0	-0.2	0.8
Word	39. Headers, Footers, Page Numbering, and Date and Time	2.0000	2.6667	2.8333	0.7	0.2	0.8
Word	40. Spelling, Grammar Check and Other Editing Tools	2.5000	3.1667	3.3333	0.7	0.2	0.8
Word	41. Previewing and Printing Documents	2.8333	3.1667	3.3333	0.3	0.2	0.5
Word	42. Establishing and Saving in Files and Folders	2.5000	2.8333	3.0000	0.3	0.2	0.5
Word	43. Download clip art from internet and save to clip art folder	1.5000	2.1667	1.8333	0.7	-0.3	0.3
Word	44. Insert Tables	1.6667	2.0000	2.0000	0.3	0.0	0.3
Word	45. Format Painter	1.3333	2.0000	1.6667	0.7	-0.3	0.3
Word	46. Mail Merge, Envelopes, Labels	1.5000	2.3333	2.0000	0.8	-0.3	0.5
Excel	47. Input Data	2.1667	2.1667	2.1667	0.0	0.0	0.0
Excel	48. Create Title and Headings	2.0000	2.1667	2.1667	0.2	0.0	0.2
Excel	49. Auto Fill	1.5000	1.8333	2.1667	0.3	0.3	0.7
Excel	50. Shortcuts	1.3333	1.8333	2.0000	0.5	0.2	0.7
Excel	51. Add and Delete Rows and Columns	2.0000	2.1667	2.1667	0.2	0.0	0.2
Excel	52. Formulas and Functions	1.6667	1.8333	1.8333	0.2	0.0	0.2
Excel	53. Charts and Graphs	1.5000	1.6667	1.6667	0.2	0.0	0.2
Excel	54. Colors and Formatting	1.6667	1.8333	1.5000	0.2	-0.3	-0.2
Excel	55. Worksheet Tabs	1.3333	1.5000	1.8333	0.2	0.3	0.5
Excel	56. Sorting and Filtering Data	1.6667	2.0000	2.0000	0.3	0.0	0.3
Excel	57. Using and Creating Templates	1.3333	1.5000	1.8333	0.2	0.3	0.5
Excel	58. Freezing and Splitting Screens	1.3333	1.6667	2.0000	0.3	0.3	0.7

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SECTION	SURVEY ITEM	Admin Average - Pre	Admin Average - Post	Admin Average - End	Admin Growth - 1st	Admin Growth - 2nd	Admin Growth - End
Excel	59. Importing and Exporting	1.3333	1.5000	2.0000	0.2	0.5	0.7
Excel	60. Linking Worksheets	1.3333	1.5000	1.5000	0.2	0.0	0.2
Excel	61. Using Templates and Wizards	1.5000	1.5000	1.5000	0.0	0.0	0.0
PowerPoint	62. Opening and Creating a Presentation	1.3333	1.6667	1.5000	0.3	-0.2	0.2
PowerPoint	63. Changing the Slide Layout of a Presentation	1.1667	1.5000	1.5000	0.3	0.0	0.3
PowerPoint	64. Entering Text	1.1667	1.6667	1.5000	0.5	-0.2	0.3
PowerPoint	65. Adding, Deleting, and Moving Slides in a Presentation	1.1667	1.5000	1.5000	0.3	0.0	0.3
PowerPoint	66. Changing Presentation Style, Background, Text color, Size, Enhance	1.1667	1.5000	1.5000	0.3	0.0	0.3
PowerPoint	67. Creating a Presentation Outline	1.1667	1.5000	1.5000	0.3	0.0	0.3
PowerPoint	68. Open a Word Outline as a Presentation	1.0000	1.3333	1.5000	0.3	0.2	0.5
PowerPoint	69. Inserting Clip Art	1.0000	1.3333	1.5000	0.3	0.2	0.5
PowerPoint	70. Using Slide Transitions	1.0000	1.5000	1.5000	0.5	0.0	0.5
PowerPoint	71. Create an Organizational Chart	1.0000	1.3333	1.3333	0.3	0.0	0.3
PowerPoint	72. Create and Format a Table	1.0000	1.3333	1.3333	0.3	0.0	0.3
PowerPoint	73. Create and Edit Charts	1.0000	1.3333	1.3333	0.3	0.0	0.3
PowerPoint	74. Animate Text and Objects	1.0000	1.0000	1.1667	0.0	0.2	0.2
Other	75. DreamWriter IT	1.0000	1.3333	1.0000	0.3	-0.3	0.0
Other	76. Scanner	1.5000	1.5000	2.1667	0.0	0.7	0.7
Other	77. SONY Mavica digital camera	1.1667	1.5000	1.5000	0.3	0.0	0.3
Other	78. Gateway Destination presentation system	1.3333	1.3333	1.3333	0.0	0.0	0.0
	AVERAGE	1.9744	2.3697	2.4273	0.4	0.1	0.5

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SECTION	SURVEY ITEM	Secretary Average - Pre	Secretary Average - Post	Secretary Average - End	Secretary Growth - 1st	Secretary Growth - 2nd	Secretary Growth - End
Windows	1. Power on	3.7143	4.0000	4.0000	0.3	0.0	0.3
Windows	2. Log-On/Log-Off Network	3.5714	3.8571	4.0000	0.3	0.1	0.4
Windows	3. Shut Down	3.7143	3.8571	4.0000	0.1	0.1	0.3
Windows	4. Mouse Operations	3.5714	3.8571	3.8333	0.3	0.0	0.3
Windows	5. Moving Taskbar	3.4286	3.8571	3.6667	0.4	-0.2	0.2
Windows	6. Arranging Icons	3.5714	3.7143	3.8333	0.1	0.1	0.3
Windows	7. Use control panel to change display settings	3.5714	3.5714	3.8333	0.0	0.3	0.3
Windows	8. Open/Close Windows	3.5714	3.7143	3.8333	0.1	0.1	0.3
Windows	9. Locate A Drive, C Drive and D Drive	3.4286	3.5714	3.8333	0.1	0.3	0.4
Windows	10. Get Help	3.5714	3.8571	3.6667	0.3	-0.2	0.1
Windows	11. Size, Organize, Move Windows	3.2857	3.5714	3.1667	0.3	-0.4	-0.1
Windows	12. Purpose of Network Neighborhood	2.5714	3.2857	3.1667	0.7	-0.1	0.6
Windows	13. Make a Back-up	3.2857	3.2857	3.6667	0.0	0.4	0.4
Windows	14. Add Shortcuts to the Desktop	3.0000	3.2857	3.3333	0.3	0.0	0.3
Windows	15. Windows Explorer (not Internet Explorer)	2.8571	3.2857	3.3333	0.4	0.0	0.5
Windows	16. Toggling between Applications	3.0000	3.5714	3.6667	0.6	0.1	0.7
Windows	17. Create a New Folder and Sub-Folders	3.1429	3.5714	3.6667	0.4	0.1	0.5
Windows	18. Moving and Deleting Folders	3.2857	3.5714	3.8333	0.3	0.3	0.5
Windows	19. Find Files or Folders	3.4286	3.7143	3.8333	0.3	0.1	0.4
Outlook	20. Open message	3.4286	3.7143	3.8333	0.3	0.1	0.4
Outlook	21. Change font, color, priority attributes	3.1429	3.5714	3.5000	0.4	-0.1	0.4
Outlook	22. Create, address and send a message	3.0000	3.7143	3.8333	0.7	0.1	0.8
Outlook	23. Schedule a meeting with calendar	2.5714	3.1429	3.1667	0.6	0.0	0.6
Outlook	24. Reply to a message	3.2857	3.7143	3.8333	0.4	0.1	0.5
Outlook	25. Use an address book	3.0000	3.7143	3.8333	0.7	0.1	0.8
Outlook	26. Use the district mail directory	3.1429	3.7143	3.8333	0.6	0.1	0.7
Outlook	27. Attach a Word or Excel document	2.8571	3.7143	3.8333	0.9	0.1	1.0
Outlook	28. Create and send message to group using a distribution list	2.8571	3.7143	3.6667	0.9	0.0	0.8
Outlook	29. Create folder and save mail	2.7143	3.5714	3.5000	0.9	-0.1	0.8

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SECTION	SURVEY ITEM	Secretary Average - Pre	Secretary Average - Post	Secretary Average - End	Secretary Growth - 1st	Secretary Growth - 2nd	Secretary Growth - End
Word	30. Creating, Opening and Saving a document	3.5714	3.7143	3.8333	0.1	0.1	0.3
Word	31. Cutting, Copying and Pasting Text	3.7143	3.7143	3.8333	0.0	0.1	0.1
Word	32. Displaying Toolbars and Customizing	3.2857	3.7143	3.6667	0.4	0.0	0.4
Word	33. Undoing and Redoing Typing	3.7143	3.8571	3.6667	0.1	-0.2	0.0
Word	34. Drop Case and Change Case	2.4286	3.2857	3.1667	0.9	-0.1	0.7
Word	35. Show/Hide and Zoom	2.7143	3.4286	3.3333	0.7	-0.1	0.6
Word	36. Using Styles, Fonts, and Font Size	3.4286	3.5714	3.6667	0.1	0.1	0.2
Word	37. Alignments, Bulleted or Numbered Lists	3.2857	3.2857	3.1667	0.0	-0.1	-0.1
Word	38. Setting Margins, Tabs, Indents	3.0000	3.2857	3.5000	0.3	0.2	0.5
Word	39. Headers, Footers, Page Numbering, and Date and Time	3.2857	3.4286	3.6667	0.1	0.2	0.4
Word	40. Spelling, Grammar Check and Other Editing Tools	3.1429	3.5714	3.6667	0.4	0.1	0.5
Word	41. Previewing and Printing Documents	3.5714	3.7143	3.8333	0.1	0.1	0.3
Word	42. Establishing and Saving in Files and Folders	3.4286	3.5714	3.8333	0.1	0.3	0.4
Word	43. Download clip art from internet and save to clip art folder	2.0000	2.7143	3.0000	0.7	0.3	1.0
Word	44. Insert Tables	2.5714	2.8571	3.0000	0.3	0.1	0.4
Word	45. Format Painter	2.1429	2.7143	3.0000	0.6	0.3	0.9
Word	46. Mail Merge, Envelopes, Labels	2.5714	3.0000	3.1667	0.4	0.2	0.6
Excel	47. Input Data	3.1429	3.2857	3.6667	0.1	0.4	0.5
Excel	48. Create Title and Headings	3.1429	3.2857	3.5000	0.1	0.2	0.4
Excel	49. Auto Fill	2.8571	3.0000	3.3333	0.1	0.3	0.5
Excel	50. Shortcuts	2.2857	2.7143	2.8333	0.4	0.1	0.5
Excel	51. Add and Delete Rows and Columns	2.7143	3.0000	3.5000	0.3	0.5	0.8
Excel	52. Formulas and Functions	2.2857	2.5714	2.8333	0.3	0.3	0.5
Excel	53. Charts and Graphs	2.2857	2.5714	2.5000	0.3	-0.1	0.2
Excel	54. Colors and Formatting	2.5714	2.7143	2.6667	0.1	0.0	0.1
Excel	55. Worksheet Tabs	2.4286	3.0000	3.1667	0.6	0.2	0.7
Excel	56. Sorting and Filtering Data	2.8571	3.1429	3.3333	0.3	0.2	0.5
Excel	57. Using and Creating Templates	2.4286	2.7143	3.0000	0.3	0.3	0.6
Excel	58. Freezing and Splitting Screens	2.2857	2.8571	2.8333	0.6	0.0	0.5

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SECTION	SURVEY ITEM	Secretary Average - Pre	Secretary Average - Post	Secretary Average - End	Secretary Growth - 1st	Secretary Growth - 2nd	Secretary Growth - End
Excel	59. Importing and Exporting	2.1429	2.4286	2.6667	0.3	0.2	0.5
Excel	60. Linking Worksheets	1.8571	2.2857	2.6667	0.4	0.4	0.8
Excel	61. Using Templates and Wizards	2.1429	2.5714	2.8333	0.4	0.3	0.7
PowerPoint	62. Opening and Creating a Presentation	1.7143	2.2857	2.3333	0.6	0.0	0.6
PowerPoint	63. Changing the Slide Layout of a Presentation	1.7143	2.1429	2.5000	0.4	0.4	0.8
PowerPoint	64. Entering Text	1.7143	2.4286	2.5000	0.7	0.1	0.8
PowerPoint	65. Adding, Deleting, and Moving Slides in a Presentation	1.7143	2.2857	2.1667	0.6	-0.1	0.5
PowerPoint	66. Changing Presentation Style, Background, Text color, Size, Enhance	1.7143	2.2857	2.1667	0.6	-0.1	0.5
PowerPoint	67. Creating a Presentation Outline	1.7143	2.0000	2.3333	0.3	0.3	0.6
PowerPoint	68. Open a Word Outline as a Presentation	1.5714	2.2857	2.3333	0.7	0.0	0.8
PowerPoint	69. Inserting Clip Art	2.0000	2.4286	2.5000	0.4	0.1	0.5
PowerPoint	70. Using Slide Transitions	1.7143	2.2857	2.1667	0.6	-0.1	0.5
PowerPoint	71. Create an Organizational Chart	1.7143	2.2857	2.3333	0.6	0.0	0.6
PowerPoint	72. Create and Format a Table	1.7143	2.0000	2.3333	0.3	0.3	0.6
PowerPoint	73. Create and Edit Charts	1.7143	2.1429	2.3333	0.4	0.2	0.6
PowerPoint	74. Animate Text and Objects	1.5714	2.1429	2.0000	0.6	-0.1	0.4
Other	75. DreamWriter IT	1.1429	1.5714	1.3333	0.4	-0.2	0.2
Other	76. Scanner	1.5714	1.4286	2.5000	-0.1	1.1	0.9
Other	77. SONY Mavica digital camera	1.0000	1.2857	1.8333	0.3	0.5	0.8
Other	78. Gateway Destination presentation system	1.2857	1.4286	1.5000	0.1	0.1	0.2
	AVERAGE	2.6941	3.0714	3.1859	0.4	0.1	0.5

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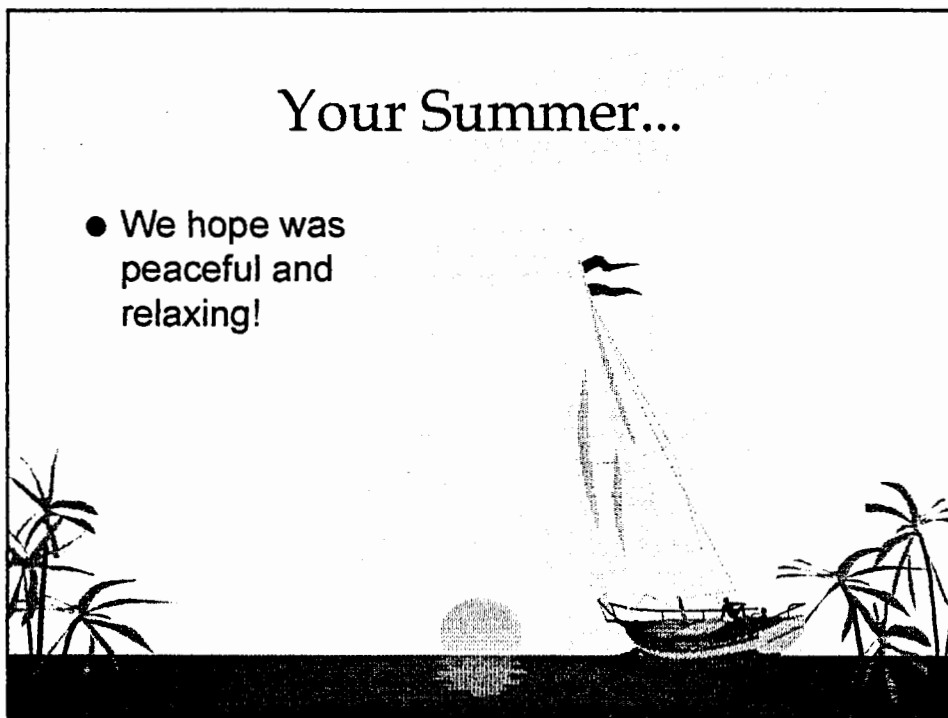
SECTION	SURVEY ITEM	Para-Ed Average - Pre	Para-Ed Average - Pre	Para-Ed Average - Pre	Para-Ed Growth - 1st	Para-Ed Growth - 2nd	Para-Ed Growth - End
Windows	1. Power on	3.0000	3.4286	3.4286	0.4	0.0	0.4
Windows	2. Log-On/Log-Off Network	2.5714	3.4286	3.4286	0.9	0.0	0.9
Windows	3. Shut Down	2.7143	3.4286	3.4286	0.7	0.0	0.7
Windows	4. Mouse Operations	2.8571	3.0000	3.1429	0.1	0.1	0.3
Windows	5. Moving Taskbar	2.2857	2.4286	3.0000	0.1	0.6	0.7
Windows	6. Arranging Icons	2.0000	2.4286	2.8571	0.4	0.4	0.9
Windows	7. Use control panel to change display settings	2.1429	3.0000	3.1429	0.9	0.1	1.0
Windows	8. Open/Close Windows	3.0000	2.8571	2.8571	-0.1	0.0	-0.1
Windows	9. Locate A Drive, C Drive and D Drive	2.2857	3.0000	3.1429	0.7	0.1	0.9
Windows	10. Get Help	2.4286	3.2857	2.5714	0.9	-0.7	0.1
Windows	11. Size, Organize, Move Windows	2.1429	2.7143	2.5714	0.6	-0.1	0.4
Windows	12. Purpose of Network Neighborhood	1.5714	1.8571	1.8571	0.3	0.0	0.3
Windows	13. Make a Back-up	2.2857	2.4286	2.7143	0.1	0.3	0.4
Windows	14. Add Shortcuts to the Desktop	1.1429	1.7143	2.1429	0.6	0.4	1.0
Windows	15. Windows Explorer (not Internet Explorer)	1.5714	2.0000	2.2857	0.4	0.3	0.7
Windows	16. Toggling between Applications	2.0000	2.1429	2.5714	0.1	0.4	0.6
Windows	17. Create a New Folder and Sub-Folders	1.7143	2.0000	2.4286	0.3	0.4	0.7
Windows	18. Moving and Deleting Folders	1.7143	2.5714	2.8571	0.9	0.3	1.1
Windows	19. Find Files or Folders	2.2857	2.8571	2.7143	0.6	-0.1	0.4
Outlook	20. Open message	2.1429	3.0000	3.1429	0.9	0.1	1.0
Outlook	21. Change font, color, priority attributes	1.8571	2.1429	2.4286	0.3	0.3	0.6
Outlook	22. Create, address and send a message	2.0000	2.5714	3.0000	0.6	0.4	1.0
Outlook	23. Schedule a meeting with calendar	1.2857	1.5714	2.1429	0.3	0.6	0.9
Outlook	24. Reply to a message	2.1429	2.8571	3.2857	0.7	0.4	1.1
Outlook	25. Use an address book	2.1429	3.1429	3.1429	1.0	0.0	1.0
Outlook	26. Use the district mail directory	1.8571	2.4286	3.0000	0.6	0.6	1.1
Outlook	27. Attach a Word or Excel document	1.2757	1.7143	2.1429	0.4	0.4	0.9
Outlook	28. Create and send message to group using a distribution list	1.2857	2.1429	3.0000	0.9	0.9	1.7
Outlook	29. Create folder and save mail	1.2857	2.0000	2.2857	0.7	0.3	1.0

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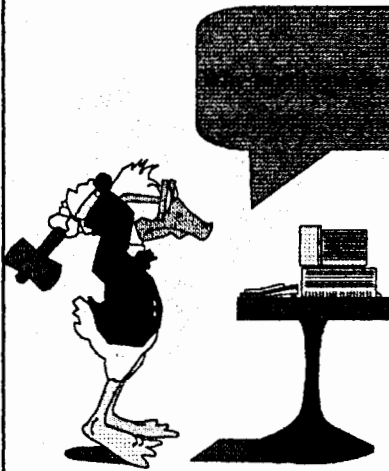
SECTION	SURVEY ITEM	Para-Ed Average - Pre	Para-Ed Average - Pre	Para-Ed Average - Pre	Para-Ed Growth - 1st	Para-Ed Growth - 2nd	Para-Ed Growth - End
Word	30. Creating, Opening and Saving a document	2.7143	3.0000	3.1429	0.3	0.1	0.4
Word	31. Cutting, Copying and Pasting Text	2.0000	2.5714	2.7143	0.6	0.1	0.7
Word	32. Displaying Toolbars and Customizing	2.0000	2.5714	3.0000	0.6	0.4	1.0
Word	33. Undoing and Redoing Typing	2.0000	2.7143	3.0000	0.7	0.3	1.0
Word	34. Drop Case and Change Case	1.5714	1.8571	2.7143	0.3	0.9	1.1
Word	35. Show/Hide and Zoom	1.7143	2.0000	2.5714	0.3	0.6	0.9
Word	36. Using Styles, Fonts, and Font Size	2.5714	2.7143	2.8571	0.1	0.1	0.3
Word	37. Alignments, Bulleted or Numbered Lists	1.4286	1.5714	2.5714	0.1	1.0	1.1
Word	38. Setting Margins, Tabs, Indents	1.8571	2.1429	2.7143	0.3	0.6	0.9
Word	39. Headers, Footers, Page Numbering, and Date and Time	1.4286	1.8571	2.4286	0.4	0.6	1.0
Word	40. Spelling, Grammar Check and Other Editing Tools	2.5714	3.2857	3.5714	0.7	0.3	1.0
Word	41. Previewing and Printing Documents	2.7143	3.1429	3.2857	0.4	0.1	0.6
Word	42. Establishing and Saving in Files and Folders	2.1429	2.8571	3.2857	0.7	0.4	1.1
Word	43. Download clip art from internet and save to clip art folder	1.2857	1.4286	2.2857	0.1	0.9	1.0
Word	44. Insert Tables	1.2857	1.2757	2.1429	0.0	0.9	0.9
Word	45. Format Painter	1.2857	1.4286	2.4286	0.1	1.0	1.1
Word	46. Mail Merge, Envelopes, Labels	1.2857	1.4286	2.1429	0.1	0.7	0.9
Excel	47. Input Data	1.4286	2.0000	2.2857	0.6	0.3	0.9
Excel	48. Create Title and Headings	1.4286	1.5714	2.4286	0.1	0.9	1.0
Excel	49. Auto Fill	1.2857	1.8571	2.1429	0.6	0.3	0.9
Excel	50. Shortcuts	1.2857	1.5714	2.1429	0.3	0.6	0.9
Excel	51. Add and Delete Rows and Columns	1.5714	1.7143	2.1429	0.1	0.4	0.6
Excel	52. Formulas and Functions	1.2857	1.5714	2.0000	0.3	0.4	0.7
Excel	53. Charts and Graphs	1.1429	1.4286	1.8571	0.3	0.4	0.7
Excel	54. Colors and Formatting	1.1429	1.4286	1.8571	0.3	0.4	0.7
Excel	55. Worksheet Tabs	1.1429	1.2857	1.5714	0.1	0.3	0.4
Excel	56. Sorting and Filtering Data	1.4286	1.7143	2.1429	0.3	0.4	0.7
Excel	57. Using and Creating Templates	1.1429	1.2857	1.4286	0.1	0.1	0.3
Excel	58. Freezing and Splitting Screens	1.1429	1.2857	1.7143	0.1	0.4	0.6

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SECTION	SURVEY ITEM	Para-Ed Average - Pre	Para-Ed Average - Pre	Para-Ed Average - Pre	Para-Ed Growth - 1st	Para-Ed Growth - 2nd	Para-Ed Growth - End
Excel	59. Importing and Exporting	1.1429	1.2857	1.2857	0.1	0.0	0.1
Excel	60. Linking Worksheets	1.1429	1.2857	1.2857	0.1	0.0	0.1
Excel	61. Using Templates and Wizards	1.1429	1.1429	1.4286	0.0	0.3	0.3
PowerPoint	62. Opening and Creating a Presentation	1.0000	1.0000	1.7143	0.0	0.7	0.7
PowerPoint	63. Changing the Slide Layout of a Presentation	1.0000	1.0000	1.4286	0.0	0.4	0.4
PowerPoint	64. Entering Text	1.0000	1.0000	1.4286	0.0	0.4	0.4
PowerPoint	65. Adding, Deleting, and Moving Slides in a Presentation	1.0000	1.0000	1.5714	0.0	0.6	0.6
PowerPoint	66. Changing Presentation Style, Background, Text color, Size, Enhance	1.0000	1.0000	1.5714	0.0	0.6	0.6
PowerPoint	67. Creating a Presentation Outline	1.0000	1.0000	1.4286	0.0	0.4	0.4
PowerPoint	68. Open a Word Outline as a Presentation	1.0000	1.0000	1.2857	0.0	0.3	0.3
PowerPoint	69. Inserting Clip Art	1.0000	1.0000	1.5714	0.0	0.6	0.6
PowerPoint	70. Using Slide Transitions	1.0000	1.0000	1.2857	0.0	0.3	0.3
PowerPoint	71. Create an Organizational Chart	1.0000	1.0000	1.4286	0.0	0.4	0.4
PowerPoint	72. Create and Format a Table	1.0000	1.0000	1.4286	0.0	0.4	0.4
PowerPoint	73. Create and Edit Charts	1.0000	1.0000	1.4286	0.0	0.4	0.4
PowerPoint	74. Animate Text and Objects	1.0000	1.0000	1.2857	0.0	0.3	0.3
Other	75. DreamWriter IT	1.0000	1.1429	1.2857	0.1	0.1	0.3
Other	76. Scanner	1.0000	1.1429	1.5714	0.1	0.4	0.6
Other	77. SONY Mavica digital camera	1.0000	1.1429	1.2857	0.1	0.1	0.3
Other	78. Gateway Destination presentation system	1.0000	1.0000	1.1429	0.0	0.1	0.1
	AVERAGE	1.6244	1.9468	2.3004	0.3	0.4	0.7

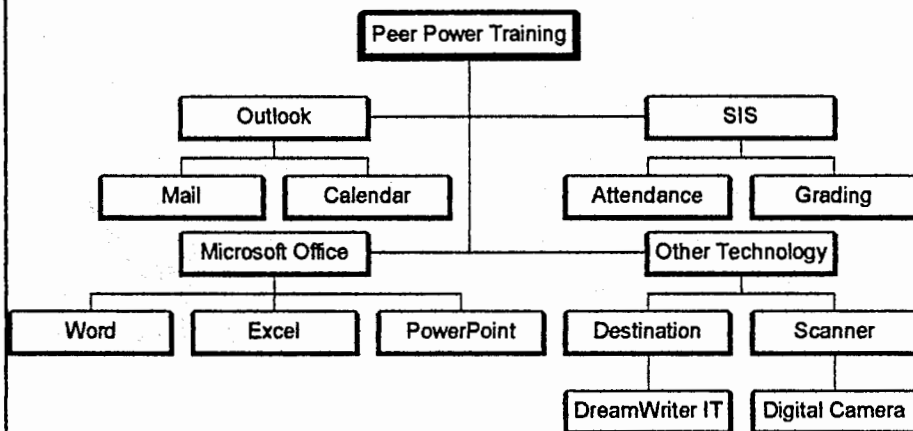


Our Summer... Brain Overload!



...learning the ins and
outs of the new PC's
and other forms of
technology available
at North High
School for your use.

We Spent 90 Hours Training In These Areas



What Can We Offer You Training In?



- **Windows 98**
- **SIS**
 - Attendance
 - Grading
- **Microsoft Outlook**
 - E-mail & much more!

What Can We Offer You Training in?



- **Microsoft Word**
- **Microsoft Excel**
- **Microsoft PowerPoint**
- **Backing Up Document Files**

What Can We Offer You Training in?



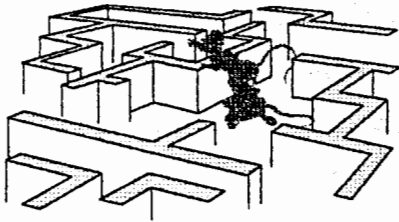
- Use of the Digital Camera (checkout in IMC)
- Use of the Scanner (located in the IMC)
- Use of The Destination Presentation System

How Training Will Be Offered



- Training will be offered at various times:
 - Before/After school
 - Prep Periods
 - Inservice Days
- Training will be offered in various ways:
 - Large Group
 - Small Group
 - One on One

How To Find Us...



- Our Office Is Located In The IMC (Room 309)
- Kim is available periods 1 - 4
- Carolyn is available periods 5 - 7

Peer Power Technology Survey

- Please Complete The Technology Survey Before You Leave The Meeting Today and Return It To Us.

A Few Helpful Tips

- Please Don't Panic If Your Computer isn't working correctly right now!
 - We have to Check and Change 3 things on every computer in the building. We hope to be done by the end of the week.
- Make Sure You Have Your Network Password From Us.
 - Protect It Like Your ATM Card

More Helpful Hints...

- Computer or E-mail Problems?
 - Let Us Know.
 - ◆ We will try to troubleshoot the problem and then put it on the service log if necessary.

**Will We Survive The New
System?.... Will It Get
Better?...**

YES !

